

**NEW JERSEY STATE BOARD OF  
PROFESSIONAL ENGINEERS & LAND SURVEYORS  
HOME INSPECTION ADVISORY COMMITTEE  
P.O. Box 45043  
Newark, NJ 07101  
(973)504-6233**

**CONTINUING EDUCATION APPROVAL FORM  
(Please type or print form legibly)**

**Sponsor:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Course Name:** \_\_\_\_\_ **Course Dates:** \_\_\_\_\_

**Total Length of Course / Seminar in Hours:** \_\_\_\_\_

*\*(In order to receive one continuing education unit per course/seminar it must be one instructional hour long)*

**Instructor's Names:** \_\_\_\_\_

*\*(Attach a copy of curriculum vitae (resume) for each instructor)*

*Pursuant to N.J.A.C.13:40-15.14(g)2ii - The curriculum vitae of the lecturer, including specific background which qualifies the individual as a lecturer of repute in the area of instruction must be submitted.*

**Course Site Location:** \_\_\_\_\_

**Attach a copy of the Course Description:** \_\_\_\_\_

*Pursuant to N.J.A.C. 13:40-15.14(g)2i - A detailed description of course content and estimated hours of instruction must be submitted. (Do Not Send Course Outlines)*

**Submitted By:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Please check one:** ☐ **I am the course sponsor**

*(Sponsors must submit a fee of \$100.00 to cover all courses offered during the biennial licensing period ending April 30, 2005)*

☐ **I am an individual licensee seeking approval of a course**

**Approved by Committee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved by** \_\_\_\_\_

**Course #** \_\_\_\_\_

**Cont.Ed.UnitTotal** \_\_\_\_\_

**Office Use Only**

**(a) The Committee shall not issue a license renewal for any biennial registration period commencing after the effective date of this rule June 3, 2000 unless the applicant attests, when submitting the renewal application sent by the Committee, that he or she has completed courses of continuing professional education of the types and number of units specified in (b), (c) and (d) below. Falsification of any information submitted with the renewal application may result in penalties and/or suspension of the license pursuant to N.J.S.A. 45:1-21 through 25 and N.J.A.C. 13:40- 15.20.**

**(b) Continuing education unit requirements for biennial license renewal are as follows:**

**1. Each home inspector shall be required to complete during the preceding biennial period a minimum of 40 units of continuing education in courses and programs as provided in (c) and (d) below.**

**2. Persons receiving initial licensure as home inspectors shall complete continuing education requirements prorated as follows:**

**i. Any person receiving initial licensure as a home inspector in the first year of a biennial registration period shall complete a minimum of 40 continuing education units before the end of that biennial registration period; and**

**ii. Any person receiving initial licensure as a home inspector in the second year of a biennial registration period shall complete a minimum of 20 continuing education units before the end of that biennial registration period.**

**3. A licensee who completes more than the minimum continuing education units as set forth in (b)1 above in any biennial registration period may carryover no more than 10 of the additional units into a succeeding biennial period, but only if the units were earned in the last six months of the preceding biennial period.**

**4. Any continuing education units completed by the licensee in compliance with an order or directive from the Committee as set forth in (h) below may not be used to satisfy the minimum continuing education requirements as set forth in this section.**

**5. A licensee on inactive status who seeks to reactivate his or her license shall submit to the Committee proof of successful completion of continuing education units as set forth in N.J.A.C. 13:40-15.10(a), (b) and (c) above, as applicable.**

**(c) A licensee may obtain continuing education units from the following:**

**1. Successful completion of continuing education courses or programs approved by the Committee pursuant to (g) below. The Committee shall maintain a list of all approved programs, courses and lecturers at the Board office and shall furnish this information to licensees upon request;**

**2. Participation in instructional activities such as developing curriculum for a new program or course and/or teaching a new program or course, provided the program or course is directly related to the practice of home inspection in the State of New Jersey. "New" means that the licensee has never taught or developed curriculum for that course or program in any educational setting;**

**3. Authorship of a textbook or manual directly related to the practice of home inspection in the State of New Jersey, provided the textbook or manual, as published, is at least 7,500 words in length; and**

**4. Authorship of a published article related to the practice of home inspection in the State of New Jersey, provided the article, as published, is at least 250 words in length.**

**(d) Credit for continuing education shall be granted as follows for each biennial registration period:**

**1. Attendance at continuing education programs approved by the Committee: one unit for each hour of attendance at an approved course. Credit shall not be granted for courses that are less than one instructional hour long. Completion of an entire course or segment of course instruction shall be required in order to receive any continuing education units;**

**2. Attendance at courses approved by the Committee: one unit for each hour of attendance at an approved course. Credit shall not be granted for courses that are less than one instructional hour long. Completion of an entire course or segment of course instruction is required in order to receive any continuing education units;**

**3. Participation in instructional activities pursuant to (c)2 above: one unit per hour of program or course instruction to a maximum of 16 units per biennial registration period;**

**4. Authorship of a textbook or manual pursuant to (c)3, above: 10 continuing education units per textbook or manual, to a maximum of 10 units per biennial registration period; and**

**5. Authorship of a published article pursuant to (c)4, above: one continuing education unit per published article, to a maximum of 10 units per biennial registration period.**

**(e) The Committee shall perform audits of randomly selected licensees to determine compliance with continuing education requirements. A licensee shall maintain the following documentation for a period of five years after completion of the continuing education units and shall submit such documentation to the Committee upon request:**

**1. Certificate of completion from sponsor--for attendance at courses or programs approved by the Committee;**

**2. The published item--for publication of manual, textbook, or article; and**

**3. Documentation, including copy of curriculum, location, date and time of course, duration of course by hour, and letter from sponsor, confirming that the licensee developed or taught the course or program--for developing curriculum or teaching a course or program, including those for realtors and/or civic groups.**

**(f) Waiver of the continuing education requirements may be granted as follows:**

**1. The Committee upon receipt of a request for waiver received at least 90 days prior to license renewal, may waive the continuing education requirements of this**

section on an individual basis for reasons of hardship, such as severe illness, disability, or military service; and

2. A licensee seeking a waiver of the continuing education requirements shall apply to the Committee in writing which must be received at least 90 days prior to license renewal and set forth in specific detail the reasons for requesting the waiver. The licensee shall provide the Committee with such supplemental materials as will support the request for waiver.

**(g) All sponsors of continuing education courses or programs shall:**

1. Obtain Committee approval prior to representing that any course, seminar, or program fulfills the requirements of this section;

2. Submit for evaluation by the Committee, the following for each course, seminar or program offered:

i. A detailed description of course content and estimated hours of instruction; and

ii. The curriculum vitae of each lecturer, including specific background which qualifies the individual as a lecturer of repute in the area of instruction;

3. Monitor the attendance at each approved course, seminar or program and furnish to each enrollee a verification of attendance, which shall include at least the following information:

i. The title, date and location of course, seminar or program offering;

ii. The name and license number of attendee;

iii. The number of hours attended; and

iv. The name and signature of officer or responsible party;

4. Solicit course, seminar or program evaluations from both the participants and the instructors; and

5. Submit a fee pursuant to N.J.A.C. 13:40-15.23 for each biennial period during which a course(s), seminar(s) or programs is offered.

**(h) The Committee shall approve only such continuing education courses and programs as are available and advertised on a reasonable nondiscriminatory basis to all persons practicing home inspecting in the State and are directly related to the practice of home inspection in the State of New Jersey.**

**(i) The Committee may direct or order a licensee to complete continuing education units:**

1. As part of a disciplinary or remedial measure; or

2. To correct a deficiency in the licensee's continuing education requirements.